

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2012 – 0009

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update - DCL Program Eligibility Requirements

Issue Date: April 17, 2012

This is to advise agencies the DCL section of the HR Handbook has been updated.

REASON FOR THE CHANGE:

Previous performance standards for employees eligible to enter the DCL program were as follows:

At present, Civil Service mandates that eligible employees achieve a PPR rating of at least 3.5 (“Meets Requirements”) for the two rating periods immediately prior to assumption of the DCL position. Although only one element of the qualifying criteria, the PPR rating is a useful indicator of an applicant’s prior work effort and output. While this figure is acceptable, we urge agencies to apply a higher PPR standard of at least 4.0 to ensure a higher average quality of candidate and thus protect the more exclusive nature of the DCL concept. Agencies are encouraged to fill DCL slots with employees that not only meet the minimum requirements, but hopefully exceed them.

Due to the discontinued use of an empirical rating system in the new Performance Evaluation System, the above standards no longer apply. Employees will now be required to earn at least a successful rating for the evaluation period immediately prior to assumption of the DCL position.

Sincerely,

s/Shannon S. Temple
Director